

---

---

# **SHREWSBURY PUBLIC SCHOOLS**

---

---

## TRANSPORTATION PROCEDURES and REGULATIONS

Revised  
April, 2009

## **TABLE OF CONTENTS**

### Bus Eligibility Guidelines

1. Bus Accidents
2. Service Inquiries or Complaints
3. Early Dismissals
4. Emergency Evacuation Drills
5. Field Trips
6. Missing Child
7. Route/Bus Stop Changes and Communication
8. Route Planning
9. Snow/Emergency Cancellations
10. Student Discipline
11. Video/Audio Recording
12. Vocational School Transportation
13. Daycare Transportation
14. Food and Drink Prohibited
15. Parental Responsibility

## **Bus Eligibility Guidelines**

Shrewsbury Public Schools provides school bus transportation in accordance with the Massachusetts School Transportation statute which states that any child in grades K-6 residing 2.0 miles or more from the assigned school will receive free transportation.

Transportation for any child in grades K-6 residing less than 2.0 miles from the assigned school and all students in grades 7-12 requesting transportation regardless of distance will be required to pay a fee.

**All students** requesting school bus transportation must apply and register for a bus pass. Routing is created based upon information compiled from registration submitted by the annual registration deadline date. Registrations and applications received after the deadline date are charged a late fee. Late applications will be processed based on space availability and if payment and late fee are received in full.

- Bus passes must be presented upon entering the bus or when asked by school or bus personnel.
- Bus passes may be revoked for disciplinary reasons.

**NO REFUNDS will be issued unless student unenrolls prior to the start of the school year.**

1. **Bus Accidents**

In the event of an accident, the bus contractor will immediately notify the Transportation Coordinator for the School Department. If necessary, dependent upon the severity of an accident, police and emergency personnel will be called. School Department personnel will then notify all parents or emergency contacts.

2. **Service Inquiries or Complaints**

Inquiries and/or complaints about school transportation service should be directed to the district's Transportation Coordinator at 841-8408, or [ddamien@shresbury.k12.ma.us](mailto:ddamien@shresbury.k12.ma.us).

3. **Early Dismissals**

On rare occasions, the school district may release students from school prior to the regular release time due to inclement weather or a facility emergency. While the district philosophy is that high school students may be released early, every effort is made to avoid situations when middle school or elementary students would arrive home prior to their normal arrival time. This is done to insure that parent/adult supervision is in place for this age group of students.

If the situation warrants evacuation of a school building prior to normal release time, the school district may evacuate students to a designated emergency evacuation site until the appropriate time to bus students home.

4. **Emergency Evacuation Drills**

As mandated by the Commonwealth of Massachusetts, emergency evacuation drills will be conducted twice per school year. These drills will occur at the school site, while the bus is occupied by students. Representatives from the transportation office and/or school staff will be present during the drill. In addition, police officers and firefighters routinely observe the evacuation drills.

5. **Field Trips**

Field trips are scheduled directly between the user group and the bus contractor. A Field Trip Form should be completed and faxed to transportation contractor.

Transportation for field trips is not generally funded by the school district operating budget. Normally, funding is provided either by student field trip fees, PTO funds or grants.

All bus drivers on field trips must carry a cellular telephone. If necessary, a nurse will accompany the field trip when a participating student's medical condition warrants it.

6. **Missing Child**

Whenever a child is missing (i.e. not returning home after an attended day at school) the Central Office is typically notified by the school the child attends and/or parent or guardian. Following notification to the Transportation Coordinator, Superintendent, or the Director of Business Services, the following protocol will be followed:

- Notify the Police Department.
- Notify the School Principal. He/she will contact the student's teacher(s) and have the school building and grounds searched.
- Notify the bus contractor and have the student's bus searched. The driver will also be contacted for any information he/she can provide about transporting or dropping off the student.
- Ask the parents to contact friends of their missing son/daughter. Most often a missing student is located at a friend's home within the first hour.
- Once the student is located, notify all above parties that the child has been located and the search effort is concluded.

7. **Route/Bus Stop Changes and Communication**

The school district may make modifications to bus assignments, routes and bus stops during the course of the year. These changes are made to improve efficiency or enhance safety. Parents and students will be notified in advance of the change start date.

Parents may request, in an emergency, that their child be dropped at a different location. This is done for **emergencies only** and not on a regular basis. Changes must be made through the

Transportation Coordinator by phone and/or e-mail. The Transportation Coordinator will notify the bus contractor of the change for the specified date(s). Upon approval by the Transportation Coordinator parent may write a note to the teacher and/or driver to confirm the approved change.

8. **Route Planning**

The district uses a computer-generated route optimization software package to assist in developing the most efficient and cost effective plan for bus routing. Prior to the beginning of the school year, all students will be mailed an information sheet that provides bus information for the upcoming school year. Information will include bus stop location(s), bus number(s), and approximate pick-up and drop-off times.

9. **Snow/Emergency Cancellations**

School cancellations and delays are determined by the Superintendent after a review of weather forecasts, a report on road conditions from the town's Highway Department, and conferring with other local area Superintendents.

Announcements of cancellations and delays are broadcast on major television stations Channels 4, 5, & 7, Radio stations WBZ AM 1030, WTAG AM 530, WSRS FM 96.1, WXLO 104.5 and the school website <http://schools.shrewsbury-ma.gov>. Announcements are typically made by 5:45 a.m

When a one-hour delay is called, all school start times and bus schedules will run exactly one hour later. Although rare, when a two-hour delay is called, all school start times and bus schedules will run exactly two hours later. In the afternoon, the normal bus schedule will be implemented.

10. **Student Discipline**

Since school bus transportation is an extension of the school day, expectations for student behavior on the bus are the same as in the classroom. If a student engages in inappropriate behavior, the bus driver is expected to complete a "Bus Conduct Report".

(Appendix B). These reports are sent to the student's school principal and the Transportation Coordinator. Principals will exercise judgment and discretion regarding appropriate consequences based upon the circumstances of the incident and the student(s) involved.

See "Bus Discipline Procedures and Consequences" (Appendix C)

11. **Video/Audio Recording**

The contract between the School Department and its contractor for school day transportation requires every bus to have a digital recorder. Cameras are used to monitor both student behavior and driver performance. The School Department may direct the operation of cameras as it sees fit. The video surveillance will be provided to the school system for a specific bus within 24 hours of request to the contractor.

12. **Vocational & Private School Transportation**

Transportation for Shrewsbury students attending area vocational high schools and approved private schools in Shrewsbury will be afforded under similar conditions as for students enrolled in Shrewsbury Public Schools.

13. **Daycare Transportation**

Transportation to or from daycare providers within the Town of Shrewsbury is provided to students using the following criteria:

**Kindergarten Students**

1. Daycare must be for 5 days per week for to be eligible for transportation. Transportation will **not** be available to students who attend daycare on a part time basis (less than 5 days per week).
2. The daycare facility/provider must be located in the same school district as the home residence. (Ex: a student living in the Floral St. School district must attend a daycare also located in the Floral St. School district; a student living in the Coolidge district must attend a daycare in the Coolidge district, etc.). \*

## **Elementary Students**

1. Daycare must be for 5 days per week for to be eligible for transportation. Transportation will **not** be available to students who attend daycare on a part time basis (less than 5 days per week).
2. The daycare facility/provider must be located in the same school district as the home residence. (Ex: a student living in the Floral St. School district must attend a daycare also located in the Floral St. School district; a student living in the Coolidge district must attend a daycare in the Coolidge district, etc.).

### **14. Food and Drink Prohibited**

Children choking on food or drink in a school bus is major safety concern. Also, the safety of students who suffer from life threatening allergies is a major issue for our community. It is because of these concerns that **all food and drink, including candy, is strictly prohibited** from consumption on the school bus. All food, drink and candy must remain contained, out of sight and in a backpack while on the school bus.

### **15. Parental Responsibility**

#### **Kindergarten Students**

A parent or responsible adult must be present when a Kindergarten student is dropped off at a respective stop. An attempt will be made to call a home or emergency number if a parent is not present at the stop; thereafter a child will be returned to their respective school where the child must be picked up by a parent or responsible adult with proper identification.

#### **Special Needs Students Pre-school to Grade 12**

A parent or responsible adult must be present for a Special Needs students. A parent or responsible adult must be available to assist if necessary to remove child from the vehicle. Driver and/or monitor are not allowed to leave the vehicle unattended. An attempt will be made to call a home or emergency number if a parent is not visible at the stop location.

Warnings will be issued to a parent/guardian if infractions of the above conditions take place. Three verbal and/or written warnings of this nature will necessitate possible suspension from transportation services.

**APPENDIX B**

 <b>BUS CONDUCT REPORT SHREWSBURY PUBLIC SCHOOLS</b>	<b>STUDENT'S NAME</b>		<b>SCHOOL</b>		<b>GRADE</b>																				
	<b>DRIVER'S NAME</b>		<b>BUS #</b>	<b>TIME OF INCIDENT</b>	<b>DATE OF INCIDENT</b>																				
<b>NOTICE TO PARENTS</b>																									
<p>1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.</p> <p>2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.</p>																									
<b>DRIVER'S REPORT</b>																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Talking too loudly</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Distracting driver</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Failure to stay seated</td> <td style="border: none;"><input type="checkbox"/> Refusal to obey driver</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Littering on bus</td> <td style="border: none;"><input type="checkbox"/> Fighting</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tampering with possessions of other passengers</td> <td style="border: none;"><input type="checkbox"/> Lighting matches/lighters</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Bullying</td> <td style="border: none;"><input type="checkbox"/> Possession of weapons</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Use of profanity</td> <td style="border: none;"><input type="checkbox"/> Possession of tobacco</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Damage to bus</td> <td style="border: none;"><input type="checkbox"/> Possession of alcohol, drugs or controlled substances</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Refusal to remain in seat</td> <td style="border: none;"><input type="checkbox"/> Other: _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Throwing objects</td> <td style="border: none;"><input type="checkbox"/> Driver Comments: _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Spitting</td> <td style="border: none;">_____</td> </tr> </table>						<input type="checkbox"/> Talking too loudly	<input type="checkbox"/> Distracting driver	<input type="checkbox"/> Failure to stay seated	<input type="checkbox"/> Refusal to obey driver	<input type="checkbox"/> Littering on bus	<input type="checkbox"/> Fighting	<input type="checkbox"/> Tampering with possessions of other passengers	<input type="checkbox"/> Lighting matches/lighters	<input type="checkbox"/> Bullying	<input type="checkbox"/> Possession of weapons	<input type="checkbox"/> Use of profanity	<input type="checkbox"/> Possession of tobacco	<input type="checkbox"/> Damage to bus	<input type="checkbox"/> Possession of alcohol, drugs or controlled substances	<input type="checkbox"/> Refusal to remain in seat	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Driver Comments: _____	<input type="checkbox"/> Spitting	_____
<input type="checkbox"/> Talking too loudly	<input type="checkbox"/> Distracting driver																								
<input type="checkbox"/> Failure to stay seated	<input type="checkbox"/> Refusal to obey driver																								
<input type="checkbox"/> Littering on bus	<input type="checkbox"/> Fighting																								
<input type="checkbox"/> Tampering with possessions of other passengers	<input type="checkbox"/> Lighting matches/lighters																								
<input type="checkbox"/> Bullying	<input type="checkbox"/> Possession of weapons																								
<input type="checkbox"/> Use of profanity	<input type="checkbox"/> Possession of tobacco																								
<input type="checkbox"/> Damage to bus	<input type="checkbox"/> Possession of alcohol, drugs or controlled substances																								
<input type="checkbox"/> Refusal to remain in seat	<input type="checkbox"/> Other: _____																								
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Driver Comments: _____																								
<input type="checkbox"/> Spitting	_____																								
<input type="checkbox"/> <b>First Offense</b> <input type="checkbox"/> <b>Second Offense</b> <input type="checkbox"/> <b>Third Offense</b>																									
<b>SCHOOL/ADMINISTRATIVE ACTION</b>																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Verbal warning</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Suspension from school: # of day(s) _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Assign seat</td> <td style="border: none;"><input type="checkbox"/> Permanent suspension from bus</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Conference with Principal or designee</td> <td style="border: none;"><input type="checkbox"/> Shrewsbury Police Department notified</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Contact with parents/date _____</td> <td style="border: none;"><input type="checkbox"/> School/Staff Comments: _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Loss of bus privileges: # of days _____</td> <td style="border: none;">_____</td> </tr> </table>						<input type="checkbox"/> Verbal warning	<input type="checkbox"/> Suspension from school: # of day(s) _____	<input type="checkbox"/> Assign seat	<input type="checkbox"/> Permanent suspension from bus	<input type="checkbox"/> Conference with Principal or designee	<input type="checkbox"/> Shrewsbury Police Department notified	<input type="checkbox"/> Contact with parents/date _____	<input type="checkbox"/> School/Staff Comments: _____	<input type="checkbox"/> Loss of bus privileges: # of days _____	_____										
<input type="checkbox"/> Verbal warning	<input type="checkbox"/> Suspension from school: # of day(s) _____																								
<input type="checkbox"/> Assign seat	<input type="checkbox"/> Permanent suspension from bus																								
<input type="checkbox"/> Conference with Principal or designee	<input type="checkbox"/> Shrewsbury Police Department notified																								
<input type="checkbox"/> Contact with parents/date _____	<input type="checkbox"/> School/Staff Comments: _____																								
<input type="checkbox"/> Loss of bus privileges: # of days _____	_____																								



## APPENDIX C

### SHREWSBURY PUBLIC SCHOOLS

#### BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

The code below classifies unacceptable behavior into three levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior.

<b>LEVEL 1</b>	
<p><b>Misbehaviors</b> Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> <li>• Talking too loudly</li> <li>• Failure to stay seated</li> <li>• Littering on the bus</li> <li>• Tampering with the possessions of other passengers</li> </ul>	<p><b>Consequences</b> The bus driver may address the misbehavior:</p> <ul style="list-style-type: none"> <li>• Verbal warning issued to student</li> <li>• Assign seats</li> </ul>
<b>LEVEL 2</b>	
<p><b>Misbehaviors</b> More severe misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> <li>• Annoying and/or bullying other passengers</li> <li>• Littering the bus – repeat offense</li> <li>• Tampering with the possessions of other passengers – repeat offense</li> <li>• Use of profanity</li> <li>• Damage to the bus</li> </ul>	<p><b>Consequences</b> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• Conference with principal or designee</li> <li>• Contact with parents</li> <li>• Assigned seats</li> <li>• Loss of bus privileges for up to five days</li> <li>• Suspension from school for up to five days</li> </ul>
<b>LEVEL 3</b>	
<p><b>Misbehaviors</b> Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"> <li>• Repeated occurrences of Level 1 or 2 behaviors</li> <li>• Refusal to remain in seats</li> <li>• Throwing objects, spitting, or spit balls</li> <li>• Distracting the driver</li> <li>• Refusal to obey driver</li> <li>• Fighting, including pushing and/or wrestling</li> <li>• Lighting matches/lighters</li> <li>• Possession of knives or other dangerous objects</li> <li>• Possession or use of tobacco, alcohol, drugs, or controlled substances</li> </ul>	<p><b>Consequences</b> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved.</p> <p>This action may include the following:</p> <ul style="list-style-type: none"> <li>• Loss of bus privileges for six to ten days</li> <li>• Suspension from school for six to ten days</li> <li>• Repeated incidents of Level 2 behavior may result in a child being permanently suspended from bus privileges.</li> <li>• Illegal activity will be referred to the Shrewsbury Police Department.</li> </ul>

Procedures for reporting passenger misconduct

1. The bus driver will report misconduct occurring on the school bus to the appropriate personnel.
2. A School Bus Conduct Report will be completed and submitted to the bus company operations manager, who will then forward it to the appropriate school principal for action.
3. The principal or designee and the bus company will retain copies of the signed report. In some cases, students may report passenger misconduct. If so, the student should report the misconduct to her or his teacher.